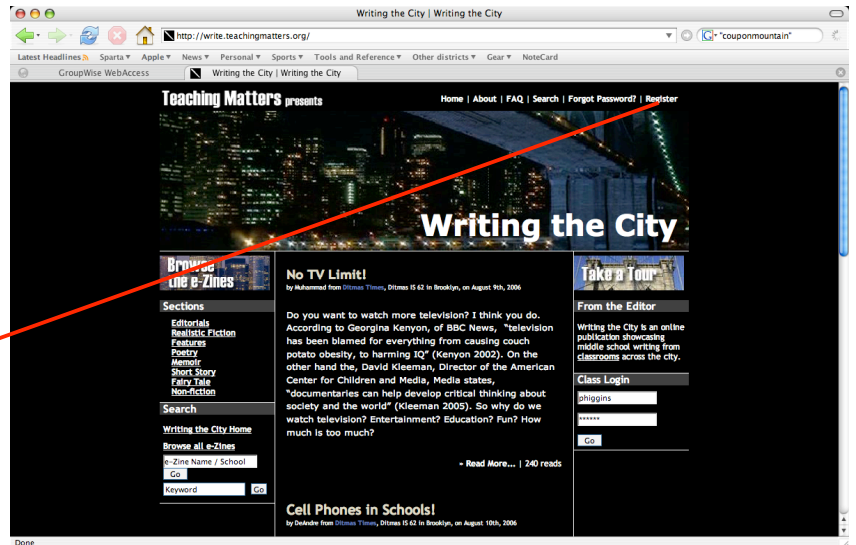


Teacher's Guide to Writingthecity.com

1. The process of registering for your online e-zine begins at <http://www.writingthecity.org>
2. Once you arrive at the page to the right, you will need to choose the "Register" tab at the top right.
3. By clicking "Register" here, you will be taken to the registration screen:



Signup Your Class User Accounts

<p>Teacher (administrator) Account</p> <p>Login with this account to administer your e-Zine, change settings and moderate your articles.</p> <p>Username: *</p> <p>E-mail address: *</p> <p>Password: *</p>	<p>Student (publish only) Account</p> <p>Give this username to students to publish their articles to the e-Zine.</p> <p>Remember to use easy usernames and passwords that you and your students will remember.</p> <p>Class (student) Username: *</p> <p>Class (student) Password: *</p>
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Please allow 24 hours to review your application. You will receive an email once your account has been approved. Until then, your account will be blocked.

4. Here you will be asked to choose your username and password. Also, you must enter your class name and password, which the students will enter to access the site and submit their writing or read other student writing.
5. Notice also that your account must be approved in advance before you can begin working on it. I have taken care of this for you.

6. Once you have determined those factors, you will move to the next section, where you will enter the title of your e-zine. This should be something that is creative, yet lets the student know they are in the right place.
7. These two fields will help you and your students locate your page quickly when navigating on the web. Just add a single word in the box as an identifier.
8. Then add a quick description.

e-Zine Settings

Class e-Zine Title: *

(example: "Class 101 news")

Class e-Zine web shortcut: *

(enter in a single word)

This will create a shortcut to your e-Zine:
<http://writing.teachingmatters.org/YOURSHORTCUT>
 (example: <http://writing.teachingmatters.org/class101>)

Class e-Zine description: *

9. Your e-zine will contain as many genres of writing as you want.

Writingthecity.org gives you choices, but you can also add more as you see fit.

10. Select or deselect the types of writing you want, or add additional types at the bottom of this section.

Class e-Zine sections:

- ☒ Editorials
- ☒ Realistic Fiction
- ☒ Features
- ☒ Poetry
- ☒ Memoir
- ☒ Short Story
- ☒ Fairy Tale
- ☒ Non-fiction

Select any of these pre-determined sections you would like to include in your e-Zine.

Additional e-Zine sections:

You may also choose to have sections in your e-Zine that are not in the list above. Enter your additional section names here -- one section name per line.

School:

Other...

11. The next section asks for your school information. Use the drop-down menu to find your school.

12. Next, pick the layout and background of your page. **NOTE: The choices are limited, but you will have some more choices in the pictures you have in the main frame of the website.**
13. The last thing you need to do is to agree to the terms of use for the site (read them first).
14. Hit Submit!

Black

NY Times

Cartoon

Up Late

Freedom Rings

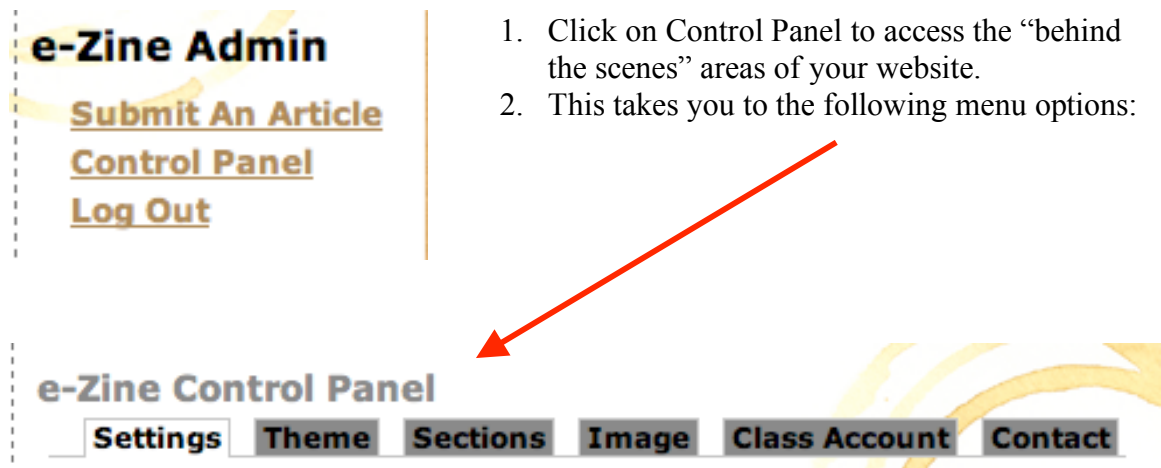
Your Site

A few areas of interest:

-All articles submitted will appear here:



Once you have created the site space, you will need to know how to manage the page. Use the Control Panel to work through that. Follow along to see the features that you have control of and how to publish student writing.



1. Click on Control Panel to access the “behind the scenes” areas of your website.
2. This takes you to the following menu options:

3. The “settings” page is where you will set up the URL for your page.

Class e-Zine Title:
Pearls Online
(example: "Class 101 news")

Class e-Zine web shortcut:
pearl
(enter in a single word)
This will create a shortcut to your e-Zine:
<http://writing.teachingmatters.org/YOURSHORTCUT>

[http://write teachingmatters.org/YOURSHORTCUT](http://writing.teachingmatters.org/YOURSHORTCUT)

Class e-Zine description:
Writing of all types from the Pearl team

School:
Sparta Middle School

[Save settings](#)

4. Enter the title of your e-Zine here.
5. Here you will enter a single word that will attach to the end of the URL so that students can navigate directly to the site.
6. Describe your e-Zine here.
7. Add your school and save.

8. “**Theme**” and “**Images**” deal with the look of your site, so feel free to make it as unique as allowable.
9. “**Sections**” allows you to customize at any time the visible genres on your site. If no longer want a certain section of your classes’ writing to be visible, you can remove the whole section here.
10. “**Class Account**” is where you will establish how your students gain access to the site and how they are able to publish their articles.

e-Zine Control Panel

Settings **Theme** **Sections** **Image** **Class Account** **C**

Class (student) Username:
pearl

Class (student) Password:
[] []

To change the class (student) password, enter the new password in both fields.

[Save class account](#)

All of your students will use the same username and password. They don't have to register at all with any personal information. So choose something that is specific to your classes and that they will easily remember.

